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NDS

13 OCT 1968

MEMORANDUM FOR: Special Assistant to the Deputy Director
for Support

SUBJECT : Support Services Resignation Cases

REFERENCE : Memo dtd 7 Oct 68 to Multiple Addressees fm
SA-DDS, same subject

1. Answers to the questions posed in paragraph 1 of referenced memorandum are furnished below:

a. A short chronology is made of the reasons for resignations plus background information if the resignation is a problem case. Problem cases are also documented with memoranda for the record which are kept in the "soft" files. These records are maintained for an indefinite period but are eventually destroyed.

b. With the exception of personnel who resign in absentia or to enter military service, all professional and nonprofessional personnel are interviewed by a member of the Office of Logistics (OL) Personnel and Training Staff for the purpose of determining whether another assignment within OL or reassignment to another Agency component would result in their continued employment by the Agency. If an individual is interested in reassignment to another Agency component, the Office of Personnel is requested to arrange such a reassignment. Sometimes the Deputy Director of Logistics or I have interviewed employees who plan to resign. In summary, all practical efforts are made to retain the service of valuable employees. Both a "soft" file and the Official Personnel File are available for reference.

c. A monthly report of separations is furnished by the Office of Personnel and is read by OL Personnel Officers. When an employee is critical of his supervisor or job environment, the Report of Exit Interview is furnished by the Office of Personnel. Three cases occurred in FY 1966, none in FY 1967 or FY 1968. These reports were discussed with the Director of Logistics and appropriate Division supervisory personnel.

d. No difference.

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2. Attached is a statistical report of SL resignees for Fiscal Years 1966, 1967, and 1968 along with a brief resume of resignations of individuals who were believed to be "comers." In the unsolicited group, we have used the terms marriage or military and other. I think that the inference that reasons other than marriage or military draft are possibly questionable is an inference about the integrity of resignees which I am reluctant to make.

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George B. Meloon
Director of Logistics

2 Atts:

Att 1: Statistical Report
Att 2: Resumes

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TAB S

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FY 1966 OL RESIGNATION STATISTICS

<u>PROFESSIONAL</u>		<u>NONPROFESSIONAL</u>	
	7		98
<u>Solicited</u>	<u>Unsolicited</u>	<u>Solicited</u>	<u>Unsolicited</u>
3	4	13	85
<u>Marriage or Military</u>	<u>Other</u>	<u>Marriage or Military</u>	<u>Other</u>
1	3	45	40

FY 1967 OL RESIGNATION STATISTICS

<u>PROFESSIONAL</u>		<u>NONPROFESSIONAL</u>	
	7		84
<u>Solicited</u>	<u>Unsolicited</u>	<u>Solicited</u>	<u>Unsolicited</u>
0	7	4	80
<u>Marriage or Military</u>	<u>Other</u>	<u>Marriage or Military</u>	<u>Other</u>
0	7	33	47

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FY 1968 OL RESIGNATION STATISTICS

<u>PROFESSIONAL</u>		<u>NONPROFESSIONAL</u>	
<u>Solicited</u>	<u>Unsolicited</u>	<u>Solicited</u>	<u>Unsolicited</u>
0	3	3	77
<u>Marriage or Military</u>		<u>Other</u>	
0		39	
		35	

Note: Above data does not include retirees or deaths.

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Next 6 Page(s) In Document Exempt

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